

Reporting Problems/ Errors in Submitting Form 303

1. **Combined waste volumes on one Form 303:** Submit one Form 303 per each program type. Do not consolidate waste volumes into one Form 303 that represents more than one program type.
2. **HHW Waste Collected in Duplication:** Agencies reporting in duplication. Report the waste collected in pounds only if your agency was the lead for the HHW program.
3. **Extra Waste Categories:** Non-RCRA, NR, railroad ties, propane gas cylinders, radio active waste, paint related tub skids, latex paint recycle bulk, and wax/polish. Use "Other" category for any other types of wastes not in the Form 303 and also identify these waste types reported.
4. **Missing Management Methods/ lbs instead of percentages:** Complete percentage in whole numbers only.
5. **Missing or Wrong Participants:** Complete the number of HHW participants. In absence of numbers, use your best judgement or get information from your operator.
6. **Management Methods percentage >100% or <100% for a waste stream:** A total waste percentage for any management method for a waste stream should be 100%.
7. **Wrong Management Methods or incorrectly completed:** Gal/ Lbs./Cu. ft/ tub skids instead of % for a waste stream. Please use whole number %.
8. **Wrong Reporting Period:** The time frame should be 7/1/-- to 6/30/-- (fiscal year & not calendar year).
9. **Missing a Whole Section:** Double check to be sure that there are not sections of the Form 303 missing or deleted.
10. **Wrong EPA ID:** If combining the same program types into one form, please provide the list of EPA IDs.
11. **Wrong Phone Numbers:** Please provide your correct contact information, including phone number where you can be contacted for future mailings or if we have any questions.
12. **No Form sent:** Please submit your completed Form 303 to DTSC in a timely manner (October 1, following the end of the fiscal year).

If you have any questions regarding the Form, please contact Mary Misemer of DTSC at (916) 323-9618, or by e-mail: mmisemer@dtsc.ca.gov.